

## CURRENT REMOTE SERVICES — THROUGH JUNE

All NC & RC appointments are mailed the following:

- · Appointment Reminder
- \*"Welcome to Remote WIC" letter: Used the shared Seward County template
- · Voter Declination Form
- Rights and Responsibilities
- $\ensuremath{^{\circ}}\mathbf{Note}$  explaining that the appointment will be conducted by phone
- Client takes a picture of proofs & signed documents and emails or texts to WIC clerk



## CURRENT REMOTE SERVICES - THROUGH JUNE

All MC & RD appointments are mailed the following:

- · Appointment Reminder
- Note explaining that the appointment will be conducted by phone



All NE+ appointments are mailed the following:

- \*Appointment Reminder
- · Do Your Education Online!
- \*Note explaining that the appointment will be conducted by phone



## REOPENING PLANS - STARTING IN JULY

- COVID-19 screening questions
- Stagger appointments
- $\diamond$ Limit number of people at the appointment
- Longer appointment times
- $\ensuremath{^{\diamond}}\xspace$  Staff wear masks and wash hands before appointments / during, as needed
- ❖Encourage clients to wear masks
- Limit or remove toys in rooms and sanitize between clients
- Sanitize equipment between clients: signature pads, measuring devices, etc.
- $\diamond$ Limit topics discussed to keep appointments brief

## OTHER REOPENING IDEAS

- Check-in and show proofs in person
- Obtain height/length, weight, hemoglobin in person
- Send client home
- ♦ Call client at a later time to complete remainder of appointment by phone
- This could be scheduled with two separate appointments:
- \*30 minutes in clinic to complete check-in and measurements
- \*30+ minutes, at a later time, to complete remainder of appointment



# Wyandotte **County WIC**

Ashley Lause MS, RD, LD

Caseload: 5,200





# **Re-Opening Strategies**

- · Notify Clients of Appointment Guidelines
  Reminder Calls 1-2 days before
  - appointment
- · Clients Send Proofs to email address
  - Give client a card telling them where to send Proofs

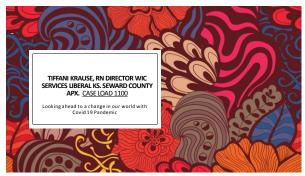
- Start clinic at 50% on July 1<sup>st</sup>
  - Decrease number of appointments for the first week.
- Separate NE+ Appointments into Separate Column in **Appointment Book** 
  - Assigned RD will call these clients to do their appointment over the phone.
  - Give client a small handout explaining NE+ will be over the phone.











#### Safety first

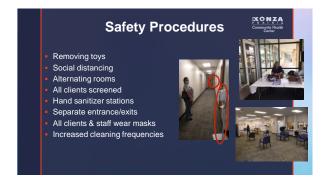
- Mask for both client and staff. Clients will be provided a disposable mask if they do
  not have a mask of their own. We have a few obstacles to overcome one of them
  is; are we going to be a tour new building or still in our old building because both
  have different ways we would need to protect our staff and clients so this is still
  being determined how we should proceed. Plan is to have hanging plexiglass
  sneeze guards of some kind.
- 2. Covid-19 screening for all persons when coming into the building.
- Santitizing between clients giving enough time between clients to clean equipment as well as chairs and touchable counter tops, etc... Everyone will be responsible for cleaning their own area between clients. The restrooms are cleaned 3 times during the day and all other areas in WIC will be cleaned by Janitorial staff on their cleaning schedule.

#### Safety first

4. <u>Our main objective for serving clients this way is to limit the exposure time in the clinic.</u> The day before the appointment, the client is contacted by phone and explained to submit proofs by text message or email. This is being done now and will continue to be done. Once clients start submitting proofs we send a photo of the Voter Declaration form and Rights and Responsibilities and request that client sign them electronically and send them back. If clients are sending proofs by text message, the proofs are forwarded to our WIC email, printed, and then all texts and emails are deleted. All proofs are destroyed once the information is submitted into KWIC the day of the appointment. The client will then be called by clerks the day of the appointment, health interview and referrals are done, then the phone call is transferred to the RN or RD to complete the information and questions for the appointment. This is being done now and will continue and the client will not have to be in office except long enough to do the weights, measures and HGB. The RN or RD will ask if there are questions just as before, our hopes are most questions will already have been answered when client comes into the office. There will be more time on the phone but not as much exposure in the office.























# Staff safety ➤ Plexiglass for the WIC clerks ➤ Facemasks ➤ Safety glasses ➤ Thermometer??-checking with Health Dept. director ➤ Asking questions of clients prior to appt and on appt day ➤ If you have traveled outside the KC metro area in the last 2 weeks please let us know ➤ Have you have had contact with a person testing positive for Covid? When? ➤ Do you have fever, shortness of breath, or other cold/flu like symptoms?

# Proposed processes to limit numbers of clients in clinic

- ► Extend appointment times
- ▶ Have clients call when they get to the office
- Send email 7 days prior to appointment requesting proofs and WICed DQs, Voter Declination, and Rights and Responsibilities
- Call client 1-2 days prior to appointment, as needed, to get proofs and DQs
- ▶ RDs will screen diet sheets prior to appt (usually day of)
- ▶ Client comes in for anthropometric and biochemical measures
- ▶ RDs make next appt and load benefits

RDs will call or use WIChealth.org for the low-risk secondary nutrition education appts and can determine whether or not they would like to see the HR appts and BFF appointments in person.

# WIC-ed

- ▶ What is it?: Database that Cindy Sloan, our IT staff person, created
- Purpose: To reduce paper, keep client documents together and easily searchable, make things easier and more efficient for clients.
- WICed is composed of 3 parts: Diet Questionnaires with Voter Declination and Rights and Responsibilities forms included, Special formula authorizations, and individual client messages.
- Free for other counties across the state to use. Requirements for support and maintenance:
  - ➤ SQL Server 2016, web server for the application, jQuery, and a support person would need to know ASP.net MVC and C#.





#### Thank you/Questions



To protect and improve the health and environment of all Kansan